

**RFP for Architectural and Design Services for the Lake Forest Civic  
Center Project**

**RFP for Construction Management Services for the Lake Forest Civic  
Center Project**

**Pre-Proposal Meeting**

**October 30, 2014**

## **Submission Requirements**

1. Please define what the City means by promotional, advertising, and display materials as outlined on page 6. Are project photos excluded from the submission?
  - Promotional, advertising, and display materials are those materials that are stand-alone marketing or advertising pieces, such as brochures, booklets, postcards, and posters. These should not be included in the submission. All materials should be relevant to responding to the RFP. Project photos are admissible as long as they are responsive to the RFP and fit within the allowed measurements of the submission materials (8 1/2 x 11).
2. In Section F1, the RFP requests that we “list similar services performed as the prime consultant for all similar organizations/entities.” Should we submit graphic project qualifications within this section also?
  - You may submit graphics in this section as long as they fit within the allowed measurements of the submission materials (8 1/2 x 11).
3. Does the City require 6 sealed paper copies of the cost proposal or will 1 sealed cost proposal suffice?
  - One (1) sealed cost proposal will suffice.
4. Please verify the City is only asking for 1 electronic submittal and not 6 disks of the project proposal.
  - Yes. The City only requires one (1) electronic submittal.
5. The RFP specifically states proposals are not to be folded, tabbed or bound. Please verify a 3-ring binder is not considered bound.
  - A proposal submitted in a 3-ring binder is not considered to be bound.

## **Budget**

1. Does the City have an estimated project cost and/or project budget?
  - The City prepared a tentative budget in 2012, dependent upon approval by the City Council, of \$53 million for the project. This budget will be escalated for inflation.

## **Schedule**

1. Do you have a tentative schedule?
  - Tentative Schedule:

Design	April 2015 to February 2016
Preconstruction	February 2016 to June 2016
Construction	June 2016 to October 2017
Move in	February 2018

## **Architectural and Design Services**

1. Does the city require or encourage a portion of the work to be contracted with Minority Business Enterprise (MBE)/ Small Business Enterprise (SBE) or Local Business Enterprise (LBE) firms? If so, is there a minimum % of the Scope of work/contract dedicated to SBE/MBE or LBE firms?
  - No. There are no requirements regarding work to be contracted with MBE, SBE, or LBE firms.
2. Does the City have any sustainability goals or anticipate the project to obtain any level of LEED certification?
  - Not at this time.
3. The RFP states that “the City will be responsible for meeting any additional requirements of the California Environmental Quality Act (CEQA). The Consultant is not otherwise responsible for handling CEQA clearance.” Does that suggest no need for an environmental consultant on the proposed team?
  - That is correct. There is no need for an environmental consultant on the proposed team.
4. In Section 4d, Allocation of Resources, the RFP requests that submitters “provide a conceptual plan for services to the City that you believe are appropriate for the City.” Is the intent of this section to include our conceptual approach to the project as a matter of design process and associated values?
  - Yes, that is correct.

5. The RFP suggests that “the architect will integrate the community’s needs for recreational, cultural, and social amenities with municipal facilities at a new Civic Center.” Should the consultant team plan to conduct a programming and community outreach process that may broaden or supplement the current project program as prepared by others?
  - Yes, that is correct. Although the current conceptual plan was programmed based upon community feedback, we anticipate the selected consultant will conduct additional engagement sessions to supplement the current conceptual plan.
6. Can you elaborate on the overall expectations for community and stakeholder engagement?
  - The City has a history of engaging with the community on high-profile projects and programs. Although a conceptual plan and program has been defined, we expect interested stakeholders to have the option to participate in refining the programming during the design phase of the project. Key concepts to focus on are engagement, commitment, ownership, buy-in, momentum and support. We expect each proposing firm to provide their proposal on how best to engage with the community.
7. Under Section E you have requested that the consultant team “describe in detail your firm’s ability and experience with cost estimating.” In the CM RFP you have defined a role for the CM in construction cost estimating and value engineering. Can you clarify who will have primary responsibility for cost estimating?
  - The Construction Manager will have the primary responsibility for cost estimating, but we expect them to work with the Architect and Design Team.
8. Under References, the RFP states: List similar services performed as the prime consultant for all similar organizations/entities (not to include the City of Lake Forest) in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided. Question: Since the 2008 recession, there have been very few civic centers built in the last 7 years. Will the City consider projects completed during a longer timeframe (i.e., within the last 10 years) to meet this criterion?
  - The City will consider projects completed within the last seven (7) years.
9. Does the Community Policing Facility require detention room(s)?
  - No.

10. Can you clarify whether landscape, as-built documentation, and FFE are to be included in the proposal as "Additional Scope"?
- Landscape design, as-constructed record drawings, and furniture, furnishings and equipment designs should be included in the Scope of Work.
11. The Conceptual Site Plan notes the Community Center kitchen is planned as a commercial kitchen. What equipment is anticipated in a "full-service" kitchen? Is a kitchen consultant desired or required?
- The Community Center kitchen is based on full commercial kitchen requirements with appropriate appliances, grease traps, hoods, exhaust system, and fire systems. The Senior Center kitchen is based on catering kitchen requirements. We defer to the proposing firm's recommendations in regards to the inclusion of a kitchen consultant on the design team.
12. The Conceptual Site Plan notes Craftsman style architecture, is this style set?
- Yes.
13. Are GeoTech/Soils final reports available?
- No. Final reports will be available once an application is submitted for a grading permit.
14. Are there any hillside ordinances/zoning variances?
- No.

## **Construction Management Services**

1. What date does the City expect to have a graded site and certified pad from IRWD?
- The City expects to have a graded site and certified pad by mid-2016.
2. Is the MPCM involved in managing the grading operations performed by IRWD?
- No.